

PART	CHAPTER	PAGE	DATE
TWO	5	19	10/01

RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA MUNICIPALITIES

Function:

Economic/Community Development

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Census reports (annual or semi-annual)		-	-	10	After calendar year prepared
2	Urban development/redevelopment studies: a. Not resulting in any action or implementation b. Resulting in a project or a program		-	-	5	After completed
			-	-	-	File with project or program records Some items in this record series documenting high profile issues should be retained for historical purposes. Consult State history and Archives Division (602-542-4159)
3	Urban development/redevelopment project files		-	-	5	After completed Some items in this record series documenting high profile issues should be retained for historical purposes. Consult State history and Archives Division (602-542-4159)

Supersedes Schedule Dated:
September 15, 1999

Approved by:

X *Gladys Lynn Wells*
Director, Arizona State Library, Archives and Public Records

Approval Date:

OCT 10 2001